



UPLOADING THE SYSTEM FOR AWARD MANAGEMENT (SAM) DOCUMENT IN OKGRANTS FOR DAC APPLICATIONS

One of the requirements for any DAC grant application in OKGrants is to upload a document which documents your agency's current registration status in the System for Award Management (SAM), formerly known as Central Contractor Registration (CCR). The SAM database is the federal repository for standard information about applicants, recipients, and subrecipients of federal financial assistance. If your agency's information was in the CCR database, it must be migrated over to SAM. A previous email was sent on how to migrate your data. For more information about SAM registration, go to <https://www.sam.gov>.

Registration on the SAM must be current prior to making application for these grant funds, so please update your registration if necessary. Please Note: Your SAM/CCR registration must allow for public search. For more information about SAM registration, go to <https://www.sam.gov>.

To upload the document, follow these steps:

- 1) Go to <https://www.sam.gov>.
- 2) After migrating your data from CCR to SAM or completing your SAM registration, ensure that your registration date is current.
- 3) Click on the SEARCH RECORDS button at the top of the page.
- 4) Enter your DUNS number and click SEARCH.
- 5) Click on the VIEW DETAILS button in the right hand side under the Status.
- 6) Print the pages by right clicking on the mouse and selecting print.
- 7) Scan the printed pages and upload the scanned document into OKGRANTS in the Required Attachments Section.

IMPORTANT NOTE: These documents must be scanned. The District Attorneys Council cannot help subgrantees with how to scan as everyone's equipment is different. If you need assistance with scanning, please find assistance within your agency or jurisdiction.

The document that will be uploaded will look similar to the attached document.